

Printing Services

13 June 1968

MEMORANDUM FOR: Mr. 25X1

SUBJECT : Statistics on the NIS Publication

1. Our office developed the following information concerning the National Intelligence Publications as they effect our Records Storage Program:

- a. We now have about 8,000 cubic feet of extra copies of NIS's stored in the Agency Archives and Records Center at 25X1
- b. We find the NIS is subdivided into 108 areas and almost every area has about 27 sections.
- c. At present one complete set of the NIS is 95 cubic feet in volume (that is it requires about 95 linear feet of shelf space or 48 safe drawers).
- d. During the year approximately 250 separate NIS printing jobs are completed with 375 to 500 copies printed each time. (From 93,750 to 125,000 copies).
- e. Printing Services completes the original distribution of 250 to 275 copies and sends 125 copies of each job to the Records Center for supplemental distribution. (P50 (Distributes from 62,500 to 93,750 copies.))
- f. The copies received for storage total about 31,250 copies per year.
- g. During FY 1967 the Records Center received 7,500 requests concerning the NIS and distributed 23,700 supplemental copies.

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- h. When our supply drops to 25 copies we notify OBGI and in about half of the cases they reprint some 125 to 225 additional copies for probable supplemental distribution. They estimate their reprint cost to be about \$100,000.

2. Paragraphs 1d. and e. above are based on estimates from Mr. [redacted] Chief, Production Division, OBGI/DDI. The remainder are statistics we developed from our Archives and Records Center operations. Please call if we can be of any further assistance in your study.

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CIA Records Administration Officer

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Copy sent to [redacted] DDS (6/18/68)

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